Transportation Division

JOHN D. WHITAKER, III
GENERAL CHAIRMAN (SCL)

DALE BARNETT
GENERAL CHAIRMAN (LN)

TRAVIS RAYNES
GENERAL CHAIRMAN (C0)

JAMES DARBY
GENERAL CHAIRMAN (AWP)

MEMORANDUM

June 23, 2016

RE: MISSING VACATION ENTITLEMENTS

As you all know, the Carrier experienced a computer error causing many of our membership difficulty obtaining their proper vacation entitlements during an anniversary year. Please note that the General Chairmen had several conversations with the Carrier on this issue to ensure the membership would be handled correctly. This took longer than expected, but it was necessary to handle the situation and to leave no stone unturned. In that vein, please convey this to the membership and let them know we appreciate their patience.

We are now ready for you to schedule the vacation. Attached, with this memo, are the spread sheets of the members who are entitled to another week and the vacation roster to which he/she is assigned. Please click on the CSRA tab at the bottom to access this information. Contact will need to be made with the member to determine their desire to schedule, the week desired, and to choose an option - "convert" or "cash". It should be noted that if the "cash" option is used, it will be necessary to contact the LR lead, who will send to Payroll to approve payment.

In most locations, the CAP space will not be an issue and the instructions to add someone to a week are attached. In the locations where the CAPS will need to be increased, we will contact the appropriate local chairperson with instructions how to handle. We have arranged for Ms. Tingley to be available by phone on July 7th, , if needed, and you can also e-mail her the names and IDs of members who want to convert a week to daily. Please keep in mind, the member can only convert two weeks a year. We ask that you send a complete list of those who want daily vacation in a single e-mail.

Please advise your appropriate General Chairman's office if you have further questions or issues with this information or handling.